

Notes From Participation Officer Webinar Q&A - 2nd July 2025

Introductions:

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What does BID do?

- Work towards ending detention in the UK
- Work towards that through casework- 40000 people helped to get out of detention since 1999
- Campaigning and advocacy
- Parliamentary work

BID's journey

- New Director started in January and is crafting next organisational strategy – commitment to co create with former clients and other people with lived experience;
- We are 4 years into delivering a Lived Experience Strategy
- Participation Officer is key to this

Key aspects of role

- Refer to [job pack](#) for full details of the role
- Oversee implementation of the Lived Experience Strategy
- Point of contact for all work involving experts by experience at BID

Tips on applying

- Refer to Job Description and Person Specification in the [job pack](#), draw out why you are interested in the role
- It is a good idea to read our latest [annual report](#), which includes outcomes and is a helpful overview of what is happening in the organisation

Salary

- Starting salary for this role is up to £37,293.00 (Full Time Equivalent) which is £22, 375.80 pro rata for 21 hours. This may be adjusted to ensure adequate budget remains for training and coaching support tailored to the needs and preferences of the successful candidate. This will be discussed transparently during the offer stage of the recruitment process.

Application & Interview Advice

- This was delivered by our partners [A&M Consultancy](#) who have created a separate document ‘[Tips for Applying for the Participation Role](#)’ which you can [read here](#).

Q&A

1. Is a degree required?

No, we haven’t asked for any formal qualifications. We are interested in how your skills and experience relate to the Person Specification (employment experience, voluntary experience, lived experience all very valuable.) Looking for passion and interest in BiD’s work.

2. Does direct experience of the Post Brexit EUSS process count as Lived Experience?

Refer to definition of lived experience in the job pack; by these definitions we would consider this as wider Lived Experience relevant to this role.

3. Describe a typical day or week for the Participation Officer

The Participation Officer at BID can expect a varied and busy working day. BID is a small organisation with 12 staff members and around 150 volunteers each year.

It is a fast-paced environment where all staff balance long-term strategic work with reactive tasks that may arise unexpectedly. For example, if a journalist contacts BID about a story, the Participation Officer may need to quickly support a person with lived experience to take part in a media interview.

A key part of the role is prioritising strategic work. This includes developing processes, policies, procedures, networks, and documents to help implement BID's Lived Experience strategy. For example, the Participation Officer will work with consultants to set up an advisory group of people with Lived Experience to provide input on BID's strategic plan, or they may coordinate a mailing list for people interested in participating in campaigning activities.

The role also involves daily collaboration with BID's Legal Services team and the Policy & Communications teams to ensure best practices are in place across the organisation.

4. Why did we choose to pursue funding for this role?

We chose to pursue funding for this role to help fulfil the commitments set out in our Lived Experience Strategy.

BID has always engaged former clients and individuals with lived experience in our work and our Lived Experience Strategy will broaden and deepen this engagement by creating a more structured approach and dedicating staff time and resources to develop this work further.

5. What KPIs / success metrics are relevant to the role?

- These will be clearly defined in BID's lived experience strategy.
- A few examples of indicators of success:
 - Setting up and facilitating advisory group
 - Co-design of organisational strategy
 - Provision of feedback for continuous learning
 - Put in place monitoring process

6. What are the opportunities for professional development at BID

We have earmarked budget for support, training and coaching in the role further detail about this can be found in the job pack.

7. What do you think the challenges will be in relation to the role?

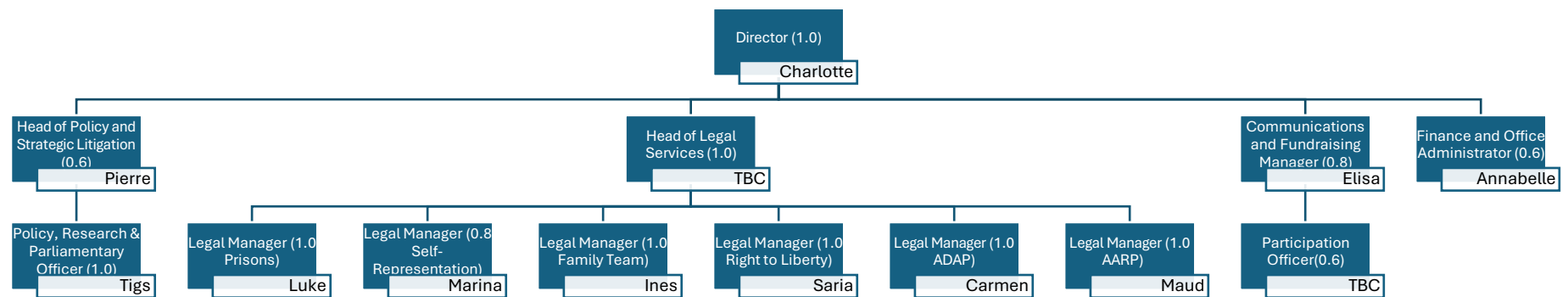
One key challenge will be to maintain a highly organised approach to managing a busy workload while effectively balancing reactive work with longer-term strategic priorities.

Another potential challenge is building strong relationships with individuals and maintaining a trauma-informed and empathetic approach, while also upholding professional boundaries that recognise the limitations of the organisation.

Additionally, this area of work is new for BID. We are on a learning journey together, and there will be plenty of opportunities for growth, development, and adapting our approach as we go.

8. What is the team structure and who will the Participation Officer be working with most closely

The Participation Officer will be line-managed by the Communications and Fundraising Manager. BID's organogram is below:



9. Are additional Languages needed?

They are not part of the essential criteria for the role but additional languages are always a bonus so please include this information in your CV/Cover letter.

10. What documentation do you need to apply for the role?

All BiD employees will need legal right to work in the UK.